**COMMUNICATION PLAN**

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**Author:All team members**

**Date:9/10/2016**

**Revision history**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Notes** |
| **V1.0** | 9/10 | All team members | Created |
| V2.0 | 15/10 | All team members | Updated |
| V2.1 | 21/05 | All team members | Updated |
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# INTRODUCTION

## Purpose

The communication plan will support communication at multiple levels within the VINASWAP Project, primarily between the Stakeholders and the Imagineers team, between the Imagineers team members, and between Imagineers team and mentor. Following the communication, stakeholder can:

* Knowing all stakeholder in project
* What kind of the information can you get form other stakeholder?
* What gets decided, method, frequency?

## Audience

|  |
| --- |
| **Intended Audiences** |
| Customer |
| Mentor |
| Project owner |
| Imagineers team members |

# PROJECT STAKEHOLDERS

|  |  |  |
| --- | --- | --- |
| **Roles** | **Name** | **Email/Phone** |
| Customer | To Thi Thu Thao | yenthaoxhnv@gmail.com |
| Mentor | To Dinh Hieu | todinhhieu@vanlanguni.edu.vn |
| Scrum team | Nguyen Bao Thach | b.thach511@gmail.com |
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| Nguyen Huu Tai | Nguyenhuutai1995k19t01@gmail.com |

# DETAIL COMMUNICATION PLAN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **What get decided** | **Method** | **Frequency** |
| Project owner | Customer | -What activities are  under stress and need  follow-up support from  customer  -Review on mitigation, contingency plan for risk.  -Decide Change request priority | -Project owner send email to customer and set up meeting.  -Face to face meeting  - Meeting via skype if customer  can’t meet directly  - Customer and product owner can work via email | -Usually |
| Team leader  (Scrum master) | Mentor | -Review on activities,  documents, give advices for questions of team. | -Team leader send email to mentor, set up meeting . | -Weekly at 13:30 Monday in 701C in Van Lang University. |
| Team leader  (Scrum master) | Team members | -Review works of team to keep project on track.  -Assign tasks for members. | -Face to face  -Google hang out.  - Check work via Team service  - Discuss work directly through Daily meeting 15mins or indirectly though Facebook | -Weekly at 13:30 Tuesday in 701C in Van Lang University.  - Daily meeting 15mins (stand-up) |
| All team members | Project owner | -Report activities and discuss about project | -Face to face  -Google hang out  - indirectly though Facebook, via phone | -Usually |